Committee – Appeals/Pay Appeals (Staffing Matters)
Terms of Reference (2024-2025)

Overview

1.   The Appeals/Pay Appeals (Staffing Matters), will meet when required to discuss and reach decisions on staff related appeals including those related to pay. Notes shall be prepared and matters reported to the Governing Body.

2.   There will be at least 3 Members of the Governing Body on the Committee; none of whom will be employed by the School. The Chair of the Committee will be elected by the Committee.

3.   The quorum shall be a minimum of 3 Governors. Committee Members must be impartial and have no prior involvement with the appeal or the circumstances surrounding it. The Headteacher can only attend to give advice, present the case or appear as a witness.

Responsibilities of the Committee

4.   The Appeals/Pay Appeal (Staffing Matters) will be responsible for the following:

- To consider the circumstances surrounding an appeal.

- To seek advice as required.

- To weigh the evidence presented.

- To reach a conclusion based on the evidence presented.

- To take any necessary action based on the conclusion reached.

Responsibilities of the Chair of the Committee

5.   The Chair of the Committee has a key role in ensuring that:

- The remit of the Committee is explained to the Parties and that each Party has the opportunity of putting their case without undue interruption.

- Key issues are addressed.

- Key findings of fact are made.

- Individuals who may not be used to speaking at such a hearing are put at ease.

- The rules of natural justice are followed.

- The Complainant is notified of the Panel's decision, in writing, with details of any further Rights to Appeal.

- The Governing Body are notified of any changes to procedures or reviews of policies recommended by the Complaints Appeals Committee.

Valid For Academic Year 2024-2025

Update and Approval

6.   These Terms of Reference will be reviewed annually and be approved at the Full Governing Body Meeting held in the Autumn Term of the Academic Year.